

BY-LAWS
of the
LAKE & SUMTER COUNTIES CHAPTER
of
THE MILITARY OFFICERS ASSOCIATION OF AMERICA

(Revised – October 12, 2016)

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ARTICLE I - NAME

The name of this organization shall be the LAKE & SUMTER COUNTIES CHAPTER OF THE MILITARY OFFICERS ASSOCIATION OF AMERICA, (MOAA) styled as “Lake & Sumter Counties Chapter - MOAA” and hereinafter referred to as “The Chapter.”

ARTICLE II - PURPOSE

The purpose of the Chapter shall be to:

1. Promote the purpose and objectives of MOAA;
2. Foster fraternal relations among retired, active and former officers of the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service and the National Oceanic and Atmospheric Administration, hereinafter referred to as the uniformed services of the United States;
3. Protect the rights and interests of active duty, National Guard, Reserve, and retired personnel of the uniformed services of the United States, and their dependents and survivors;
4. Provide useful services for members of the Chapter and their dependents and survivors;
5. Support military family financial assistance projects and scholarship programs as approved by the Executive Board; and
6. Serve the community and the nation.

ARTICLE III - MEMBERSHIP

Section 1. The membership of the Chapter shall be composed of men and women who are, or who have been, commissioned or warrant officers of the uniformed services of the United States, or those who serve or served with any components thereof; and surviving spouses of any deceased individuals who, if living, would be eligible for membership.

Section 2. Subject to the provisions of Section 1 above, membership shall consist of four (4) classes: Regular, Surviving Spouse, Life, and Honorary.

a. **Regular Member:** Any active, retired or former commissioned, or warrant officer of the uniformed services of the United States stated in Section 1 above, who applies for membership and pays the prescribed annual dues.

b. **Surviving Spouse Member:** Any surviving spouse of a deceased individual who, if living, would be eligible for membership as provided for in Section 1 above, who applies for membership and pays the prescribed annual dues.

c. **Life Member:** Members of the national MOAA, residing within the Lake or Sumter Counties Chapter area, who have achieved the age of 90 years. They shall be entitled to vote but shall not be required to pay dues.

d. **Honorary Member:** Individuals in the community who are recognized by the Chapter for their exceptional services to the active, the Reserve Components and/or the retired officer community or the Chapter. The Executive Board may also extend Honorary Membership to certain foreign officers. Honorary Members will not be entitled to vote nor shall they be required to pay dues. The Executive Board shall have the authority to terminate an Honorary Membership.

Section 3. Regular and Life members are required to hold and maintain membership in national MOAA. Surviving Spouse members are encouraged but not required to hold and maintain such membership.

Section 4. Application for membership shall be in writing and addressed to the Secretary. The Executive Board may accept or reject an application for membership; however, no person, otherwise qualified, shall be denied membership on the basis of race, religion, creed, color, or sexual orientation. Any member of this Chapter may be dropped by the Executive Board for cause after having an opportunity to be heard.

Section 5. Recommendations for Honorary membership may be submitted by any member, in writing, to the Secretary.

ARTICLE IV - VOTING

Section 1. Except as otherwise provided in these By-Laws, all questions coming from the membership shall be decided by majority vote of members present at a Chapter meeting, providing a quorum exists. [Refer to Article X]

Section 2. Only Regular, Life, or Surviving Spouse members in good standing, present at a meeting of the Chapter, shall be entitled to vote.

Section 3. Proxy voting shall not be permitted at any meeting of the Chapter.

ARTICLE V - DUES & ASSESSMENTS

Section 1. The fiscal year and membership year shall coincide with the calendar year, from the first day of January through the last day of December.

Section 2. Annual membership dues shall be recommended by the Executive Board, set at the Annual Meeting, and published in a Chapter Newsletter. New members joining after June 30 will pay 50% of the annual dues rate. New members joining after September 30 will pay the annual rate, which will include their membership through the following full year. Annual dues must be submitted no later than December 31 for the following year. National MOAA credits the Chapter with the number of members paid for the year as of, and beginning January 1.

Section 3. All applications for membership must be accompanied by the appropriate dues.

Section 4. Members shall be classified as “not in good standing” if in arrears as to dues after December 31 and will be dropped from the active membership roles at that time. A member who has been dropped for non-payment of dues may be reinstated upon payment of all delinquent dues unless he/she has been absent from the area for one year or more and upon his/her return pays the current dues.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the elected officers (President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer), the Immediate Past President, and the appointed chairs of standing committees (or Liaison Officers). [Refer to Article IX]

Section 2. The Executive Board shall have supervision, control and direction of the affairs of the Chapter; shall determine its policies or changes therein within the limits of the By-Laws; shall actively prosecute its purposes and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations of the conduct of its business as may be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 3. The Executive Board shall not be authorized to adopt resolutions or to establish positions in the name of the Chapter. The Executive Board may propose resolutions or positions to be voted on by Chapter membership in accordance with the provisions of ARTICLE IV.

Section 4. The Executive Board shall meet upon the call of the President at such times and places as he/she may designate. Special meetings may be called by the President and shall be called upon the request of three (3) of the Executive Board or a majority of the Chapter membership. The President or Secretary shall notify members of the Executive Board, and the general membership at least one (1) week prior to each meeting. Executive Board meetings are open to all members of the Chapter.

ARTICLE VII - OFFICERS

Section 1. Elected officers of the Chapter shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

Section 2. Officers shall be elected by the membership from those who qualify as Regular members, as defined in Article III, and shall hold office through December 31 of the year following installation, normally two

years, unless sooner removed or otherwise disqualified. An officer, if re-elected, may be self-succeeding for no more than two additional terms in the same office, unless otherwise approved by the Executive Board. Officers shall serve without compensation from the funds of the Chapter.

Section 3. If a vacancy occurs in the office of the President, the 1st Vice President automatically becomes President. The resulting vacancy in 1st Vice President and/or any vacancies in other elective offices shall be filled by the President with the advice and consent of the Executive Board.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1. The President shall be the chief executive of the Chapter. He/she, if present, shall preside at all meetings of the Chapter and the Executive Board. He/she shall be an *ex-officio* member of all committees except the Nominating Committee. He/she shall have the powers of appointment of the chairs of standing and special committees (or Liaison Officers).

Section 2. The 1st Vice President shall perform such duties as may be prescribed by the President. In the President's absence he/she shall act in his/her stead.

Section 3. The 2nd Vice President shall perform such duties as may be prescribed by the President. In the absence of the President and 1st Vice President, he/she shall act in their place and stead.

Section 4. The Secretary shall keep a record of the proceedings of meetings of the Chapter, especially meetings of the Executive Board. Unless they are otherwise maintained by the various other Officers, Committee Chairs, or Liaison Officers in pursuit of their duties, he/she shall keep all papers, records and documents belonging to the Chapter. He/she shall mail via the United States Postal Service any and all notices of meetings, Newsletters and/or other communications to the members who do not have an e-mail address.

Section 5. The Treasurer shall record the receipt of all Chapter funds, regardless of source. All funds shall be deposited in a banking institution approved by the Executive Board. Checks received may be deposited using on line procedures provided by the banking institution. A checking account shall be used for reimbursement of expenditures. Checks may be signed by the Treasurer, the President, or person authorized by the President. Only authorized obligations with supporting documentation will be paid. The Treasurer shall perform such duties commensurate with the office and as may be assigned by the President.

Section 6. Each officer may be an ex-officio member of a major committee as designated by the President and, as such, shall function as an advisor to said committee.

Section 7. The President and Treasurer shall each make an annual report to the Chapter at the January Business meeting. When new officers are to be installed during the Business Meeting, the outgoing President and Treasurer will make their reports prior to the installation of new officers. The Treasurer shall submit a financial report for the Fiscal Year to each member through the Chapter Newsletter.

ARTICLE IX - COMMITTEES

Section 1. Standing Committees (or Liaison Officers) shall be:

a. **Legislative Affairs Committee (or Legislative Liaison):** The committee shall be knowledgeable of the current legislative program of MOAA National Headquarters and be alert to local, state and federal legislative developments which might affect service retirees or national security. It shall be responsible

for coordinating all legislative activities of the Chapter. The Committee shall maintain liaison with MOAA Legislative Affairs Department and the State of Florida Veterans Affairs Department.

- b. **Program Committee:** The committee shall arrange programs for Chapter meetings as far in advance as possible, coordinating with the Executive Board and other committees of the Chapter.
- c. **Membership Committee:** The committee shall conduct a continuous program of recruiting and retaining as a member of this Chapter every eligible person in the area.
- d. **Publicity Committee:** The committee shall obtain maximum favorable publicity for the objectives, activities and achievements of the Chapter through all media means available.
- e. **Personal Affairs Committee (or Personal Affairs Liaison):** The committee shall assist surviving spouses and others having need, distress or problems requiring help, interpretation or understanding of matters that at times may be difficult for them.
- f. **Community Affairs Committee (or Community Affairs Liaison):** Maintains contact with each JROTC program in Lake and Sumter Counties. Presents annual awards (Outstanding Cadet Medal and the Chapter's Scholarship). Coordinates presentations by Cadet Corps representatives at the Chapter's annual JROTC Recognition Dinner each November.

Section 2. The Treasurer shall select an independent auditor annually to audit the Chapter's financial accounts as of December 31 each year.

Section 3. Special committees shall be appointed as the President deems necessary and appropriate.

ARTICLE X - MEETINGS

Section 1. Regular meetings of the Chapter shall generally be held monthly, as determined by the Executive Board. Certain months may be excluded as appropriate. All members shall be notified by distribution of a Chapter Newsletter or separate e-mail message at least one (1) week prior to all meetings, stating the time, place and type of meeting.

Section 2. Special meetings may be called by the President with the concurrence of the Executive Board or upon the written request of fifteen (15) or more members. The Secretary shall notify members in writing of the time and place of any special meeting at least ten (10) days before the meeting.

Section 3. A quorum for the conduct of Chapter business is as follows:

- a. **Membership Meeting:** a quorum shall consist of no less than ten percent (10%) of the voting members of the Chapter as determined from the latest membership roster.
- b. **Executive Board Meeting:** a quorum shall consist of a majority of the regularly constituted Executive Board.

ARTICLE XI - ELECTIONS

Section 1. In an election year, at the September meeting of the Executive Board, a Nominating Committee shall be appointed. Not more than one (1) member of the Nominating Committee shall be a member of the Executive Board.

Section 2. The names of the appointed members of the Nominating Committee shall be published to the membership in a Chapter Newsletter or separate e-mail message; the names of nominees to the elective offices shall be published in a Chapter Newsletter or separate e-mail message. The Nominating Committee shall submit no more than two (2) names for each office.

Section 3. Before placing a name in nomination, consent must first be obtained from the candidate.

Section 4. Nominations may be made from the floor at the election meeting.

Section 5. Annual elections shall be held in November. The term of office for all elective officers shall begin upon installation in January. Normal term of office is two (2) years unless sooner removed or otherwise disqualified. [Refer to Article VII, Section 2]

ARTICLE XII - STATUS AND LIABILITY

The Chapter is a designated 501(c)(19) non-profit organization operated solely and exclusively for the purposes set forth in Article II above. No member of the Chapter shall be liable for the debt, liabilities or other financial obligations of the Chapter other than in the proper exercise of their function as an officer of the Chapter.

ARTICLE XIII - CHANGES IN BY-LAWS

The By-Laws of this Chapter may be revised, amended or changed, or new By-Laws may be adopted by two-thirds (2/3) vote of the members present at any regular meeting or special meeting called for that purpose. Advance notice shall be given by a Chapter Newsletter or separate e-mail message to all members concerning any proposed actions or amendments to the By-Laws.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order [Revised] shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

ARTICLE XV - THE AMERICAN FLAG

The American Flag shall be displayed and honored at all regular and special meetings of the Chapter. The Pledge of Allegiance shall be recited, with Chapter members encouraged to render the hand salute.

END OF THE BY-LAWS